

# Hayly Humphreys

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## EDUCATION

August 2010 - May 2014

## FURMAN UNIVERSITY

Bachelor of Arts, Political Science

Greenville, SC

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## EXPERIENCE

### United States Senate

Office of Senator Bob Corker (R-TN)

Washington, DC

*Assistant to the Chief of Staff*

*January 2016- Present*

- Serve as both the primary assistant to our Chief of Staff, and as deputy scheduler to Senator Corker
- Spearhead our annual three-day staff training exercise including logistics and flights for over 60+ attendees
- Set and coordinate all meetings for legislative staff members
- Select interns for the Senator's personal office and the Senate Foreign Relations Committee
- Supervise intern program, managing and training all interns for the Senator's personal office

*Healthcare Legislative Correspondent*

*May 2015- December 2015*

- Managed all constituent correspondence regarding domestic and global healthcare issues
- Attended legislative briefings and hearings on behalf of the Senator
- Worked with the Healthcare Legislative Assistant to draft policy memos and press releases
- Met with constituents on behalf of Senator Corker to better understand their concerns regarding specific healthcare legislation

*Constituent Services Representative*

*June 2014 – May 2015*

- Oversaw and planned Washington, DC tour opportunities for Tennessee constituents
- Managed day-to-day operations of the front office
- Directed and coordinated Capitol events sponsored by Senator Corker's office, working with U.S. Capitol vendors and other Senate offices
- Organized the senator's weekly constituent breakfast

*Intern*

*Summer 2012*

- Provided Tennessee constituent tours of the Senate office buildings and the Capitol building
- Responded to constituent concerns and comments in the front office
- Utilized Intranet Quorum to sort and track the Senator's constituent correspondence
- Conducted legislative research
- Attended hearings, meetings, and briefings on behalf of the legislative staff

**Office of Senator Lindsey Graham (R-SC)**

Greenville, SC

*Intern*

*Summer 2013*

- Advocated on behalf of Senator Graham and South Carolina veterans to the Dept. of Veterans Affairs in order to expedite disability claims
- Assisted in day-to-day management of Senator Graham's Greenville district office

**Bryce Corporation**

Memphis, TN

*General Counsel Assistant*

*Summer 2010 & Summer 2012*

- Created an office organizational program to catalogue all corporation legal documents
- Scheduled meetings and events for the legal team
- Reviewed job applications